

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**  
**Health Regulation & Licensing Administration**



Intermediate Care Facilities Division  
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Mailing Address  
899 North Capital Street N.E. 2<sup>nd</sup> Fl.  
Washington, D.C. 20002

**License Renewal Application Instructions**  
**Child Placing Agencies**

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Dear Provider,

Please follow the checklist below for completing the application and return for processing.

1. Application for Licensure
2. Licensure Fee
3. Clean Hand Act Certification Form (DOH Certification Form)
4. Certificate of Good Standing (for current year with seal)
5. Revisions to Policies and Board of Director's Composition.

The renewal application must be completed 90 days before your agency license expire. Please note that no inspection will be conducted unless the renewal application and annual licensure fee are received by 90 days before your agency license expire. **Failure to submit the application with the annual licensure fee (check or money order) will result in your application not being processed. All checks or money orders must be made payable to the "D. C. Treasurer".**

This is to inform you that under D.C. Law 10-128, the "Omnibus Budget Support Act of 1994," District of Columbia child-placing agencies are required to pay an annual licensure fee in the amount of \$455.00. This Law became effective on June 14, 1994.

The \$455.00 license fee is to be paid upon submission of a new or renewal license application to the Health Regulation Administration, Intermediate Care Facilities Division (ICFD). The license fee is payable by check or money order to the "D.C. Treasurer." It should be included with any new or renewal application. **Failure to include the check or money order with the application package will render your application incomplete and no initial or annual licensure application will be conducted.** Once the Intermediate Care Facilities Division receives a complete application package, your agency will be inspected. If the agency is found in compliance with all regulatory requirements pursuant to Title 29 of the District of Columbia Municipal Regulations (DCMR), Chapter 16, Standards of Placement, Care and Services for Child-Placing Agencies, a license for one (1) year will be mailed to you.

If you have any questions regarding this matter, please contact Laura Hunte, Supervisory, Health Services Program Specialist, Intermediate Care Division at (202) 724-8800.